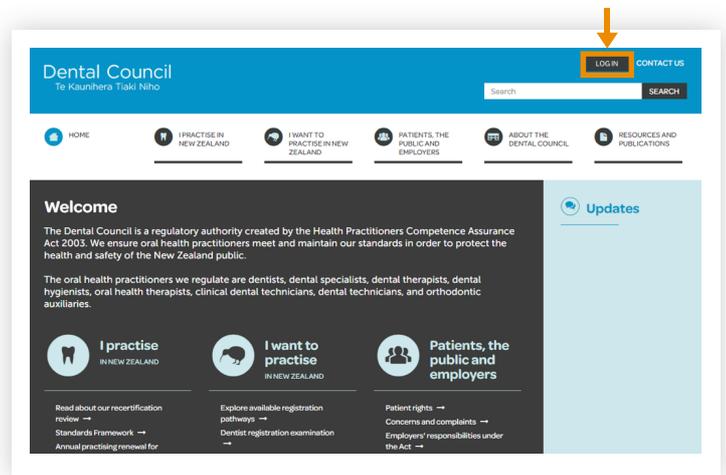


How to pay an invoice and download evidence of payment

Step 01: Home screen

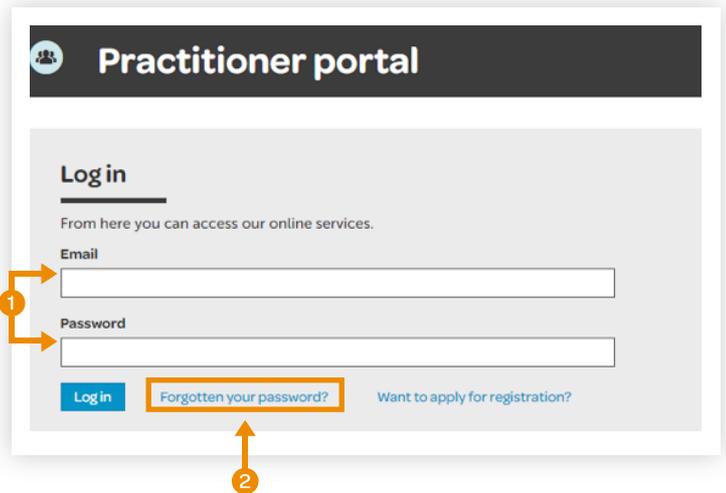
From the [Dental Council website](#) (any page):

- 1 Click the 'LOG IN' tab on the banner (top right of the page).



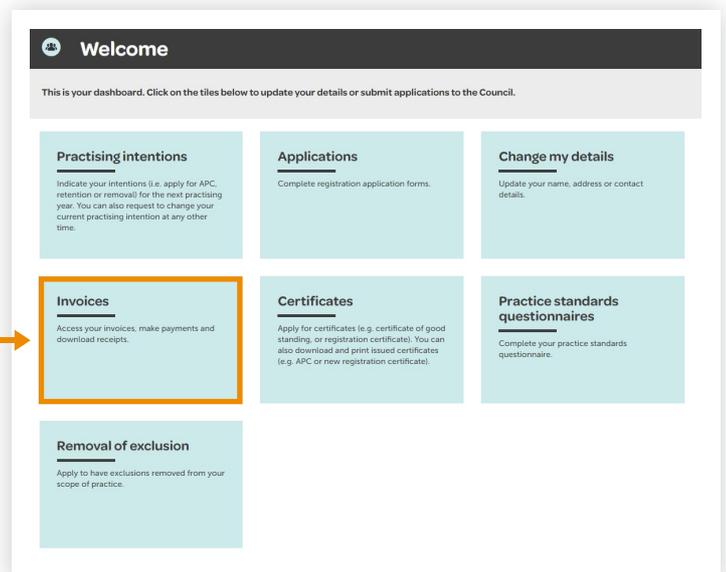
Step 02: Log in screen

- 1 Log in to the practitioner portal using your email address and password.
- 2 If you have forgotten your password, click 'Forgotten your password?' and follow the steps for [Reset the password for your practitioner portal](#).



Step 03: Dashboard tiles

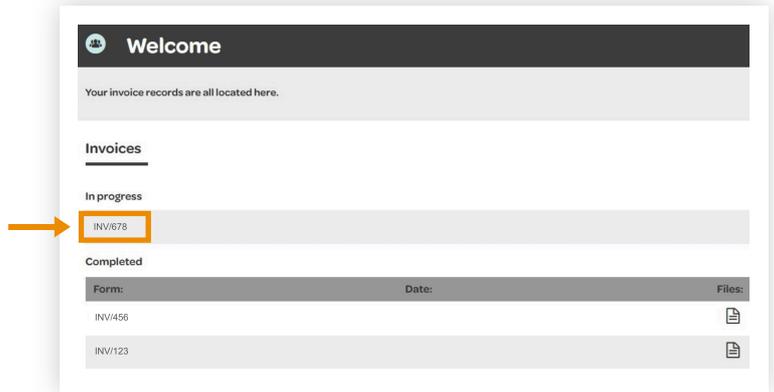
- 1 Click 'Invoices' tile from the practitioner dashboard.



Step 04: Select unpaid invoice

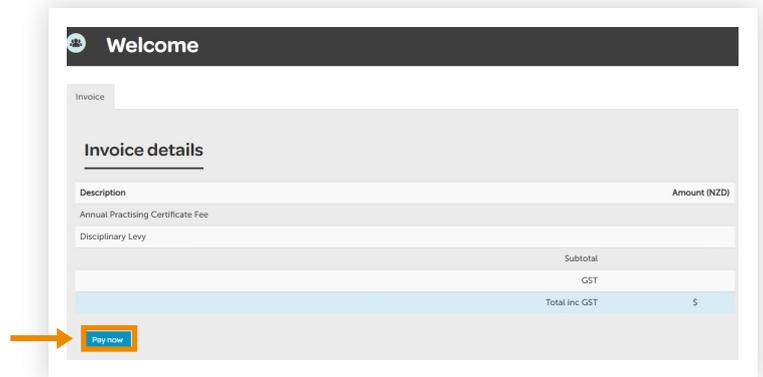
Any unpaid invoices will appear on your 'In progress' list of invoices.

- Select the invoice you wish to pay.



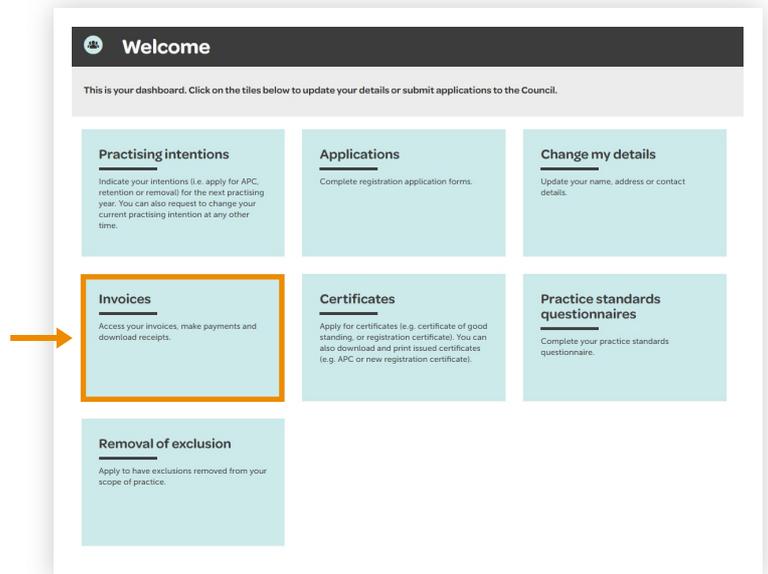
Step 05: Pay invoice

- The invoice will open. Review your invoice and click 'Pay now'. You will be directed to the payment gateway where you can make your online payment.



Step 06: Download an invoice as evidence of payment

- To download a PDF copy of paid invoices as evidence of payment, click on the 'Invoices' tile of the dashboard.



Step 07: Select an invoice

Invoices you have paid will appear on your 'Completed' list of invoices.

- 1 Click the **file symbol** of the invoice you would like to view.
- 2 Click the blue link from the drop down menu to **download** your invoice.

Once downloaded, you can save or print your invoice.

